

**Town of Brunswick, Maine**

**Joint meeting with School Board and Town Finance Committee**  
**Monday, February 8, 2016**  
**4:30 - 6:00 PM**  
**85 Union Street – Conference Room #206**

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**Meeting Minutes** (Approved 4/11/16)

**Committee Members** Steve Walker, Jane Millett, Alison Harris

**Staff:** John Eldridge, Derek Scrapchansky, Julie Henze, Jim Oikle

**Others:** Richard Fisco

**1. Acknowledgement that Meeting was Properly Noticed**

JH confirmed that the meeting was on the Town Calendar

**2. Adjustments to agenda**

At the last Council meeting, Sarah Brayman resigned from the Committee, and appointed Steve Walker. Suggestion to start with selection of chair and vice chair.

**4.b. Select chair/vice chair**

Chair: Steve Walker

Vice Chair: Jane Millett

**3. Approval of meeting minutes from 1/21/16**

Jane Millett moved, Alison Harris seconded, to approve the 1/21/16 Finance Committee Meeting minutes. Motion carried on votes from Jane Millett and Alison Harris. Steve Walker abstained as he was not at the 1/21 meeting.

**4.a. Review Finance Committee policy**

JH presented the policy which created the Finance Committee. Adopted by the Council on 8/4/14, the policy describes the configuration and responsibilities of the committee, and is intended to be reviewed annually.

Questions on the membership section – particularly the section regarding the temporary extension of terms. JE explained the original intent and will propose an amendment of this section.

Question on #6 – “Review, as requested, bid specifications and request for proposals...” It is not clear who is requesting. After discussion, JE proposed to add “by the Town Manager”. Amendments will come before the Town Council for approval.

JM asked about Finance Committee’s role in recommending disposal/sale of Town properties.

**4.c. Establish regular committee meeting time/place**

Continue with monthly on the third Thursday, at 3:30–5:00 PM

**4.d. Committee rules of procedure**

Discussion of televising, or at least recording, the meetings. Committee agreed that this is a priority. First choice is televised in the Council Chambers, second choice is recorded in Rm 206. The three budget workshops in March will be held in the Council Chambers and will be televised. DS and JH will check on availability of facilities for regular committee meetings.

## 5. Finance Report

### a. January expenditure and revenue reports

JH presented the monthly budget reports. In the revenues, the Tax Abatements line reflects the \$28K abatement for the Cooper Building. Building has been on the market for quite a while and the assessed value was higher than the asking price.

Question about the Special Detail line in the Public Safety expenditures. This line reflects the PD costs, but these are covered by the party requesting the detail. The offsetting revenue appears in the revenues and will be netted together at the end of the year.

### b. 2016-17 diesel and gasoline contract

JH presented the 'lock-in' prices for diesel (\$1.66/gal) and gasoline (\$1.64/gal) for the 2016-17 fiscal year. This was done on January 21<sup>st</sup> when the price of crude oil was listed at just over \$28/barrel. The previous year contract was diesel at \$2.28/gal and gasoline at \$2.13/gal.

### c. Eligibility certificates for School Revolving Renovation Fund

JH and JO presented the letter and certificates from the Maine Dept of Education, approving the application for funding through the SRRF.

The projects are six each at Coffin School and the Junior High School and all are within the Health, Safety and Compliance Repairs category. The amounts approved are \$517,664 for Coffin and \$1M for BJHS. The certificates state that 38.41% of the approved amount will be forgiven, and the balance, totaling \$318,829 and \$615,900 respectively, will be loaned to the Town by Maine Municipal Bond Bank at 0% interest over 10 years.

All of these projects were in the original \$12.5M proposed by the School Dept last summer, and subsequently have been carried in year one of the CIP.

As this is a borrowing of the Town, the Town Council must hold a public hearing and adopt an ordinance. The School Board is anticipating a vote on acceptance at their 2/10/16 meeting, and would then forward the request for approval to the Council.

## 6. Capital Improvement Program

### a. Review status

JE described process of 'holding off' on publishing CIP until the steps forward are clearer. Normally, the Finance Committee would have presented their recommended CIP to the Council by now, but they decided to delay, largely because of the questions around the school department projects.

School Dept projects: The Manager's CIP included the \$12.5M repairs spread over 5 years, and did not include a new school. This was put forward by the school dept in the fall. The Finance Committee's preference would be a new school scenario, with repairs to the Junior High. JH will prepare a draft leaving in SRRF projects but taking out other Coffin and BJHS repairs (27 & 29). Will add new elementary school and BJHS repairs to In Development section. Draft to committee by 2/26/16.

Library carpet: More recent quote from the library came in much higher. The previous project did not include the cost of moving the books. Discussion of phasing the project – JE pointed out that there is no advantage if the funding is through bonding. JE will follow up with Liz Doucette.

Union Street Storm Sewer: Town recently learned that a portion of the Union Street Storm Sewer project will qualify for participation by MaineDOT through its Municipal Partnership Initiative (MPI). The program will fund up to \$500K of the Mill Street portion of the project. JH handed out a map indicating the location of the work area and outfall. Committee discussed the significant flooding problems along Union Street. At this point it is anticipated that funding will be requested for the design and engineering, with the project out to bid in the winter of 2016-17, construction to begin summer 2017.

Recreation Solar Project: In the Manager's CIP this was presented in the Non-Town Projects section. JH will update with current information, and as the design of the roof installation is still unclear, it will go in the In Development section.

**b. Revised CIP development/presentation schedule**

Not discussed in detail. JH will provide committee with new draft by 2/26/16.

*Public Comment:* Richard Fisco stated that the Town needs to say "no" to certain things. He feels that sidewalks are more important than library carpet.

**7. Review list of follow-up items**

**a. Next steps with 'revenue ordinance'**

JH offered that the Town Clerk is reviewing fees and will present a proposal in early April. Public Works is looking at a fee for new connections to the storm drain system. Mere Point Wastewater District fees are being reviewed.

**8. Adjourn**